TIPS Certified Event Manager at Wellesley College Events
Job Description & Contract

An Event Manager is the person responsible for coordinating student events in common space at which alcohol is served. She acts as the leader of the event team, which includes the Event Manager, Campus Police, the professional bartender, the TIPS Event Staff and the student volunteers. If the event is sponsored by an officially recognized student organization, the Event Manager must be a member that organization. An event may also be sponsored by an individual student who must serve in the role of Event Manager for the event. All Event Managers must attend a training session before they can register or oversee an event with alcohol.

For each event, the responsibilities of the Event Manager include but are not limited to:

1. Register the event with the Office of Student Activities at least 10 business days prior to event date. Begin by completing an on-line space request form at www.wellesley.edu/Calendar/Form/student.html. The information on the form will be shared with the Campus Police and necessary campus resources.

2. At least 10 business days prior to the event date:
   a. Meet with the Assistant Director of Student Activities (or designee) to discuss the details of the event including the layout of the venue, the type and amount of alcohol to be served, and the hiring of professional bartenders and TIPS Event Staff.
   b. Meet with the Chief of Police (or designee) to review the specifications of the event and security needs.

3. Make arrangements for TIPS Event Staff, a professional bartender, and student volunteers. When private bartenders are hired, the Event Manager will need to use a contract. Bartenders and TIPS Event Staff are paid by the sponsoring organization or group.

4. Facilitate communication among the Event Team, including TIPS Event Staff, professional bartender, Campus Police and student volunteers.

5. Be present for the entire duration of the event to ensure adherence to ALL of the guidelines in Appendix A, the Alcohol Policy, state and federal law are adhered to. Highlights from Appendix A:
   ♦ The availability of alcohol cannot be referenced in any advertisement on or off campus
   ♦ Guests must be able to present an ID and be at least 18 years of age; Wellesley College students who are under the age of 18 may attend college sponsored events at which alcohol is served. Proof of age may be required with a photo identification card.
   ♦ Admission cannot be charged at unlicensed facilities
   ♦ Arrange for a designated alcohol service area
   ♦ Non-alcoholic beverages and food must be available in the drinking room at all times
   ♦ Bracelets are to be distributed by the professional bartender or the TIPS Event Staff only to those guests who are at least 21 years of age and not visibly intoxicated
   ♦ Guests over the age of 21 are allowed a maximum of 3 drinks. Each time a guest receives a drink, her/his bracelet must be marked or have a tab removed
   ♦ The pre-determined capacity of the venue must not be exceeded

6. Seek assistance from Campus Police when confronted with difficult situations and/or for consultation regarding medical assistance for guests.

7. Submit an Event Summary Form to the Office of Student Activities within 5 business days after the event.

   Event Managers may not consume alcohol 8 hours prior to or during the event.

______________________________________   ________________________________________
Event Manager Name – Printed          Trainer’s Name Printed

______________________________________               ________________________________________
Birthday     Class          Trainer’s Signature       Date
______________________________________
Event Manager –Signature               Date

Updated 8/25/06
Office of Student Activities
Wellesley College